

**North Bay-Mattawa Conservation Authority
Members Meeting for January 15, 2025
at 4:00 pm In Person
NBMCA's Natural Classroom
15 Janey Avenue, North Bay, Ontario**

AGENDA

Procedural Matters

1. Acknowledgement of Indigenous Traditional and Treaty Lands
2. Welcome and Introductions
3. Approval of the Agenda
4. Declaration of Pecuniary Interest
5. Delegations
6. Appointment of Interim CAO, Secretary Treasurer as Chair
7. Election of Officers:
 - Chair of the Board
 - Vice Chair of the Board
 - Executive Committee
8. Adoption of Previous Minutes from December 11th and December 16, 2024
9. Appointment of Solicitor
10. Appointment of Auditor
11. 2025 Banking and Borrowing Resolution
12. Correspondence
 - Mayor Richard Gould, Municipality of Calvin

Presentations

Business Reports

13. Section 28 Permits **(Report #1)**

Other Business

14. Closed session of Committee of the Whole
15. New Business
16. Adjournment



**NORTH BAY-MATTAWA CONSERVATION AUTHORITY
MINUTES
of the**

FIRST meeting of the North Bay-Mattawa Conservation Authority held at 4:00 p.m. on January 15, 2025 in the NBMCA's Natural Classroom, 15 Janey Avenue, North Bay Ontario.

MEMBERS PRESENT:

Callander, Municipality of	-	Grant McMartin
Chisholm, Township of	-	Nunzio Scarfone
Calvin, Township of	-	Bill Moreton
East Ferris, Municipality of	-	Steve Trahan
Mattawan, Municipality of	-	Michelle Lahaye
North Bay, City of	-	Peter Chirico
North Bay, City of	-	Chris Mayne
North Bay, City of	-	Lana Mitchell
Papineau –Cameron, Township of	-	Shelley Belanger
Powassan, Municipality of	-	Dave Britton

MEMBER(S) ABSENT:

Bonfield, Township of	-	Steve Featherstone
Mattawa, Town of	-	Loren Mick

ALSO PRESENT:

Robin Allen, Interim CAO, Secretary-Treasurer
Rebecca Morrow, Human Resources Coordinator/Executive Assistant/Deputy CAO
Aaron Loughheed, Manager, Finance
Paula Loranger, Community Relations Coordinator
Shawn Kozmick, GIS Database Department Assistant
Githan Kattera, Water Resources Coordinator/Regulations Officer
Angela Mills, Water Resources Specialist
Ella Bird, Deputy Chief Building Official, On-Site Sewage Systems
Hannah Wolfram, Regulations Officer
Kris Rivard, Building Official Inspector, On-Site Sewage Systems
Derek Airdrie, Building Official Inspector, On-Site Sewage Systems

1. Acknowledgement of Indigenous Traditional and Treaty Lands

Michelle Lahaye read a statement acknowledging Indigenous and Treaty Lands.

2. Approval of the Agenda

After discussion the following resolution was presented:

Resolution No. 01-25, Britton-Belanger

THAT the agenda as amended be accepted.

Carried Unanimously

3. Declaration of Pecuniary Interest

None.

4. Delegations

None.

5. Appointment of the Interim CAO, Secretary Treasurer as Chair

After Discussion, the following resolutions were presented:

Resolution No. 02-25, Belanger-Mitchell

THAT the Interim Chief Administrative Officer be appointed as Chair for the purpose of conducting the election of Conservation Authority Officers and Executive Committee.

Carried Unanimously

Resolution No. 03-25, Moreton-Lahaye

THAT Aaron Lougheed and Ella Bird be appointed as scrutineers for the election of Officers and Executive Committee.

Carried Unanimously

6. Election of Officers

The Acting Chair reviewed the election procedures with the members. After discussion, the members were invited to proceed with a call for nominations for the position of Chair.

Lana Mitchell nominated Michelle Lahaye

After a second and third call for nominations with no response the acting Chair asked the Michelle Lahaye if she was willing to accept the nomination. Michelle accepted. The acting Chair

declared Michelle Lahaye as the Chair. Afterwards the following resolution was presented:

Resolution No. 04-25, Chirico-Britton

THAT nominations for the position of Chair are closed.

Carried Unanimously

The Acting Chair then called for nominations for the position of Vice Chair.

Michelle Lahaye nominated Lana Mitchell

After a second and third call for nominations with no response the acting Chair asked Lana Mitchell if she was willing to accept the nomination. Lana accepted the position, and the following resolution was presented:

Resolution No. 05-25, Trahan-Belanger

THAT nominations for the position of Vice-Chair are closed.

Carried Unanimously

The Acting Chair then called for nominations for the Executive Committee. She reminded members that the Chair and Vice Chair are automatically appointed as members to the Executive Committee, and that four more members were required.

Michelle Lahaye nominated Peter Chirico
Shelley Belanger nominated Dave Britton
Shelley Belanger nominated Chris Mayne
Dave Britton nominated Shelley Belanger
Dave Britton nominated Bill Moreton.

After a call for members, the Chair asked all members nominated if they were willing to accept their nominations. Chris Mayne declined the nomination. All others accepted their nominations. The following resolutions was then presented:

Resolution No. 06-25, Mayne-Mitchell

THAT nominations for the Executive Committee are closed.

Carried Unanimously

Resolution No. 07-25, Belanger-Moreton

THAT

Dave Britton
Peter Chirico
Bill Moreton
Shelley Belanger

Are appointed to the Executive Committee for the year 2025 or until the next Annual General Meeting.

Carried Unanimously

At this point in the meeting the Interim Chief Administrative Officer turned the meeting over to the newly elected Chair. The Chair congratulated everyone on their new appointments.

7. Adoption of Previous Minutes of December 11, 2024 & December 16, 2024

After discussion the following resolution was presented:

Resolution No. 08-25, Mayne-Scarfone

THAT the minutes of the meeting held December 11, 2024 & December 16, 2024 are adopted as written.

Carried Unanimously

8. Appointment of Solicitor

After discussion the following resolution was presented:

Resolution No. 09-25, Mitchell-Trahan

THAT Russell Christie LLP is appointed as solicitor for the Conservation Authority for the year 2025.

Carried Unanimously

9. Appointment of Auditor

After discussion the following resolution was presented:

Resolution No. 11-25, Trahan-Belanger

THAT MNP be appointed as auditor for the Conservation Authority for the fiscal year 2024.

Carried Unanimously

10. 2025 Banking and Borrowing Resolution

After discussion the following resolution was presented:

Resolution No. 10-25, Chirico-Mayne

THAT TD Bank be appointed to provide banking services for the Conservation Authority for the year 2025 and,

THAT staff are authorized to borrow from the TD Bank up to \$300,000.00 for the year 2025 for cash flow purposes.

Carried Unanimously

11. Conservation Ontario Voting Delegates

After discussion the following resolution was presented:

Resolution No. 12-25, Scarfone-Britton

THAT the Board of Directors of the North Bay-Mattawa Conservation Authority appoint the Chair as NBMCA's voting delegate for Conservation Ontario Council for 2025 and that the Vice-Chair and CAO be appointed as first and second alternate respectively.

Carried Unanimously

12. Correspondence

Robin Allen updated members on the correspondence received from Mayor Richard Gould, Municipality of Calivn dates December 11, 2024. Members asked that staff begin to promote the Conservation Areas by asking member municipalities to get involved in promoting the Conservation Areas within their respective municipalities. After further discussion, members thanked Robin for her update.

Carried Unanimously

13. Section 28 Approvals

Hannah Wolfram presented the Section 28 Approvals report. After discussion, the members

thanked Hannah for her presentation and the following resolution was presented:

Resolution No. 13-25, Scarfone-Moreton

THAT the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

Carried Unanimously

14. Closed Session – Committee of the Whole to discuss Property, Financial and personnel matters

After discussion the following resolutions were presented:

Resolution No. 14-25, Chirico-Mayne

THAT the meeting move into a closed session of “Committee of the Whole” to discuss Property, Financial and personnel matters at 4:35pm.”

Carried Unanimously

Resolution No. 15-25, Trahan-McMartin

THAT Michelle Lahay, Lana Mitchell, Peter Chirico and Shelley Belanger be appointed to the selection committee for the CAO position.

Carried Unanimously

Resolution No. 16-25, Moreton-Trahan

THAT the meeting move out of a closed session of “Committee of the Whole and back into an open meeting at 5:02pm.”

Carried Unanimously

15. New Business

None noted.

16. Adjournment (5:03 p.m.)

As there was no new business, the following resolution was presented:

Resolution No. 17-25, McMartin-Trahan

THAT the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday February 12, 2025 or at the call of the Chair.

Carried Unanimously



Michelle Lahaye, Chair



Robin Allen, Interim Chief Administrative Officer,
Secretary Treasurer

To: The Chairperson and Members of the Board of Directors,
North Bay-Mattawa Conservation Authority

Origin: Hannah Wolfram, Regulations Officer
Githan Kattera, Regulations Officer / Water Resources Coordinator

Date: January 2, 2025

Subject: Report on Ontario Regulation 41/24 and Ontario Regulation 686/21

Background

On April 1, 2024, the *Conservation Authorities Act* was amended, and Ontario Regulation 41/24 (Prohibited Activities, Exemptions and Permits) was enacted. Within this regulation, a CA may issue a permit to a person to engage in an activity specified in the permit that would otherwise be prohibited by Section 28 if, in the opinion of the authority, the activity is not likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock and that the activity is not likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

Ontario Regulation 686/21 (Mandatory Programs and Services) was amended on April 1, 2024 to include annual reporting requirements for CAs. Further to section 8.1 of the regulation, NBMCA is required to prepare and publish (on the NBMCA website) an annual report outlining statistics on Section 28.1 permits, including reporting on its level of compliance with the requirements of O. Reg. 41/24, respecting the application for and issuance of permits, including any associated timelines.

NBMCA staff are committed to providing positive and transparent client service and undertaking efficient reviews of permit applications in accordance with legislated timelines and service standards. In 2024, the timelines outlined by O. Reg. 41/24 for Section 28.1 permits were met or exceeded by NBMCA staff for 100% of applications. Some key statistics from 2024 include:

- average permit processing time of 8 calendar days (from the time an application was deemed complete to the permit being issued)
- 40% of all permits were issued in 5 calendar days or less and 70% were issued in 10 calendar days or less
- The median processing time for a permit in 2024 was 7 days

The table included in the *Analysis* subsection of this report outlines the annual mandatory reporting requirements to be published to the 'Governance' and 'Section 28 Permits' sections of the NBMCA website in early 2025.

Analysis

Since the approval of the previous minutes, NBMCA has issued one (1) new permit to The City of North Bay for a major project. In 2024, NBMCA issued 80 Section 28.1 permits, as follows:

Annual Reporting – Permit Statistics		
January 1 – December 31, 2024		
Total Permits Issued	Overall	80
	Major	5
	Minor	75
April 1 – December 31, 2024		
Total Permits Issued	Overall	62
	Major	4
	Minor	58
Total Applications Subject to Minister’s Order (Minister’s Review) – O. Reg. 474/24		0
Annual Reporting – Permit Timelines (January 1 to December 31, 2024)		
Total complete application reviews completed in 21 days		80
Permits and Timelines	Total Major Permits Issued <u>Within</u> Decision Timeline (90 Days)	5
	Total Major Permits Issued <u>Outside</u> Decision Timeline (90 Days)	0
	Total Minor Permits Issued <u>Within</u> Decision Timeline (30 Days)	75
	Total Minor Permits Issued <u>Outside</u> Decision Timeline (30 Days)	0
Reason for Variance from Timelines:		N/A
Average Permit Timelines (Days)	Overall Average Permit Review Time	8
	Average Major Permit Review Timeline (90 days)	9
	Average Minor Permit Review Timeline (30 days)	8
Annual Reporting – Compliance with O. Reg. 41/24		
Mapping	Maps of regulated areas available on the website (ss. 4(1))	Yes
	Annual review of the mapping and necessary updates made (ss. 4(2))	Yes
Administrative Reviews	Total requests for administrative reviews made to the Authority	0
	Total administrative reviews completed within 30 days	N/A

Recommendation

THAT the members receive and approve the Prohibited Activities, Exemptions and Permits report as presented.

Recommended Resolution

THAT the Prohibited Activities, Exemptions and Permits report is received and appended to the minutes of this meeting.

Submitted By: Hannah Wolfram. Regulations Officer

Reviewed By: Robin Allen, Interim CAO Secretary Treasurer

Resolution No. 17-25, McMartin-Trahan

THAT the meeting be adjourned, and the next meeting be held at 4:00 pm Wednesday February 12, 2025 or at the call of the Chair.

Carried Unanimously



Michelle Lahaye, Chair



Robin Allen, Interim Chief Administrative Officer,
Secretary Treasurer